

# DeIDOT Contacts

DBE Highway Construction Specialists provide technical assistance to all DeIDOT DBE certified firms, monitor the work performed on various DeIDOT projects, and collect statistical information to support Federal Highway Administration (FHWA) program funding.

## DeIDOT DBE Program Staff Dover, DeIDOT Administration Building

**DBE Program Manager**  
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**DBE Administrative Specialist**  
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**DBE Support Services Specialist**  
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## Professional Services

**Consultant Control Coordinator**  
James Hoagland  
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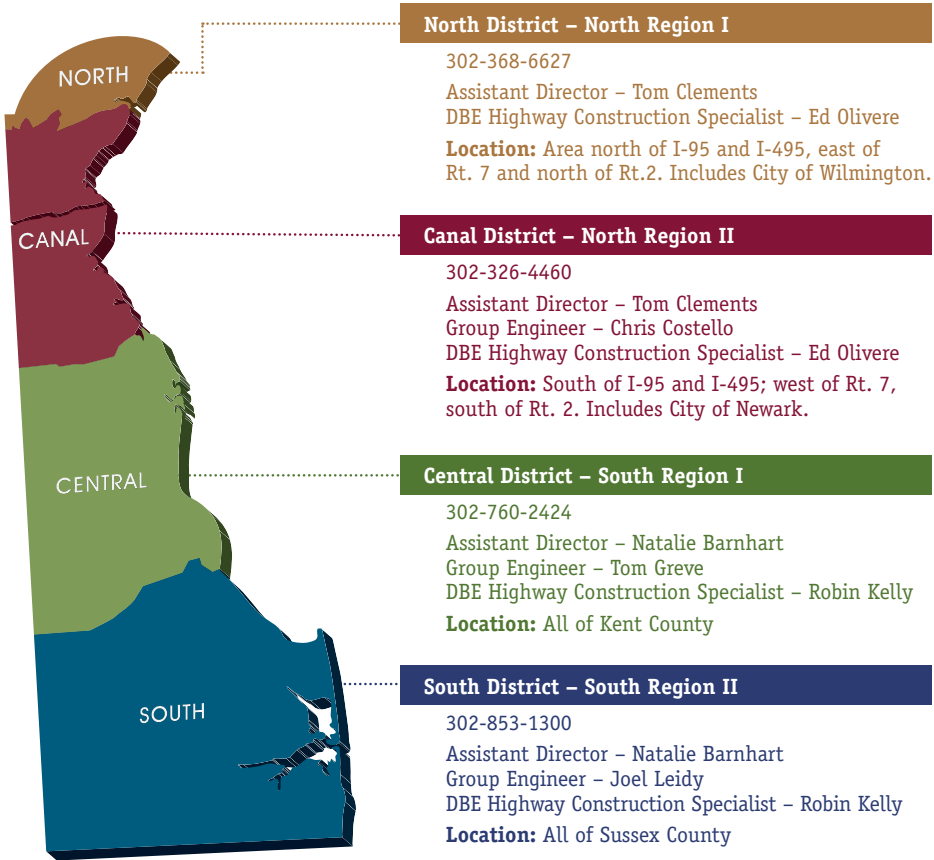
**Administrative Specialist**  
Susan Robinson  
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## Construction Services

**Contract Control Coordinator**  
Scott Gottfried  
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## Construction & Supply Contracts

Check the accompanying map to find the DeIDOT operations district and DBE Program Manager nearest your business.



# DBE Highlight: Sam Martinez, Sam’s Construction, LLC

## Local DBE proprietor attributes success to hard work

Sam Martinez, arrived in the United States 26 years ago with \$50 in his pocket and the dream of a better life. Sam was born in Lagos de Moreno, Mexico and immigrated here alone at the age of 16. Today he lives in Townsend, Delaware and is the proprietor of Sam’s Construction, LLC.

Sam started his construction business in 1993. “I had \$40,000 I saved while working for another contractor, and a pick-up truck.” In the early years, Martinez worked alone most of the time and his projects were relatively small residential contracts in the \$1000 to \$5000 range. “I had one ‘as needed’ employee and any profit I received, I rolled right back into the business,” Sam said.

Today, Martinez has 28 employees, and owns an arsenal of equipment including 5 backhoes, 5 dump trucks and a fleet of pick-up trucks. Last year, Sam secured 15

commercial contracts ranging in size from \$200,000 to \$935,000. His company has grown from a one-man business to small contractor status, to a prime contractor—a major accomplishment!

Sam says that one of his biggest challenges in growing his business was acquiring the lines of credit needed for larger projects. He doesn’t feel that his minority status was a barrier to his success in any way. According to Sam, “if a contractor presents good, quality work in a timely manner then he will be called back for repeat business.”

In 2004, Sam received an “Outstanding Multi Modal Project” award from DeIDOT for his dedication and hard work. The DeIDOT DBE program has helped Martinez attract larger contracts. With the requirements and standards mandated by the state and Sam’s quality work, his business has grown steadily through the years. Sam has attended DBE seminars and has found them extremely helpful and informative.



Sam with his curbing machine

When asked what his secret to success was, Sam replied, “Hard work. If you believe in something and are willing to work for it, you can accomplish it.” He still follows this philosophy today, being the first one in every morning and the last one to go home every night.

## To Qualify for a “DBE Highlight” Feature...

1. DBE must be successful in obtaining and completing contracts on federally funded projects.
2. DBE must demonstrate outstanding performance in their respective field.

If you would like to share your company’s story, apply for a sponsorship, or be spotlighted on the bulletin board call Marguerite Davis-Isaac at 302-760-2054 or email her at marguerite.davis@state.de.us.

## Recently Certified

D B E s
Crawford Trucking Company
Olszak Management Consulting
Adtek Engineers
Crawford Technical Services
D.T. Read Steel Company
Risk Management Solutions of America
FEI.COM, Inc.



# Upcoming Education Opportunities

## Advanced Business Series

To learn more about the Delaware Small Business Development Center (SBDC) Advanced Business Series, or to register online, go to [www.delawaresbdc.org](http://www.delawaresbdc.org). Click on "Seminars and Workshops." Or call 302-831-1555 and choose option #3.

## Advanced Business Series

<b>Quickbooks Pro</b>	<b>Sponsored by Delaware SBDC</b> <b>Cost: \$100</b> <b>8:30 am – 12:30 pm</b> <b>Newark Senior Center, 200 White Chapel Dr., Newark</b> <b>TBD Kent/Sussex</b>
<b>Nov. 7</b> <b>Dec. 5</b>	
<b>Growth Venture</b>	<b>Sponsored by Delaware SBDC</b> <b>Cost: \$450</b> <b>Monday nights from 6:00 pm – 9:00 pm</b> <b>SBDC, 1 Innovation Way, Suite 301, Conference Room, Newark, DE 19711</b>
<b>Sept. 25–Nov. 13</b>	

Sponsorships are available to qualified DBEs for the above Delaware SBDC courses. To qualify for seminar or workshop sponsorship a DBE must meet any of these criteria: 1) already actively participate in DelDOT's free training opportunities 2) demonstrate a need for assistance in business growth.

## DBE Program Training Sessions

To learn more, or to sign up for any of the following **FREE** training sessions to be held at various Delaware Technical & Community College (DTCC) campuses, call Support Services Specialist Marguerite Davis-Isaac at 302-760-2054.

—Tentative—

## Upcoming DeIDOT DBE Training Program Sessions: 9:00am–Noon

### Cash Flow Management

**Sept. 27** DTCC Terry Campus

### Contract Negotiation & Dispute Resolution

**Oct. 24** DTCC Owens Campus

**Oct. 25** DTCC Terry Campus

**Oct. 26** DTCC Stanton Campus

### Bidding Processes & Standard Specifications

**Nov. 28** DTCC Owens Campus

**Nov. 29** DTCC Terry Campus

**Nov. 30** DTCC Stanton Campus

### First Aid & Safety and the Corporate Benefits

**Dec. 19** DTCC Owens Campus

**Dec. 20** DTCC Terry Campus

**Dec. 21** DTCC Stanton Campus

# Making Business Cents Understanding Cash Flow Statements

By Richard Rexrode, DBE Program Manager

Understanding financial statements, especially cash flow, is vital for making good business decisions. Every company, big and small, should take the time to evaluate how cash is used on a regular basis. Some companies look at their cash flow every week while others never analyze how moneys come and go.

## TYPES OF FINANCIAL STATEMENTS

<b>INCOME</b>	Summarizes the revenue and expenses of a firm for a defined period of time.
<b>OWNER'S EQUITY</b>	Demonstrates the changes in assets as a result of profit and losses.
<b>BALANCE SHEET</b>	Provides a snapshot of the financial position of the company (lists assets, liabilities, and owner's equity).
<b>CASH FLOW*</b>	<b>Reports the amount of cash going in and out of a company.</b>

\* This statement can be the most important tool to use regularly.

Balance sheets and other useful financial tools are important for providing broad-based views of the current financial condition of your company, but a properly prepared statement of cash flow provides a detailed breakdown of the current financial condition of your company. A statement of cash flow lets you know, in a given time period, why there is an increase in your profit margin or why there isn't enough money to pay the bills this month. This type of detail will allow you to cut losses and maximize gains.

## Should you add inventory? Can you afford to hire a new employee?

A statement of cash flow will provide you with valuable information that you can use on a day-to-day basis. For example, it will allow you to determine the value of last month's decision to add more

inventory. Or maybe you added another piece of equipment to your operation that is not as beneficial as you hoped. Maybe you need to bring on additional employees and you need to know if the cash flow will allow it. Information gained from the statement will help you make the right decisions at the right time.

## Predicting future cash flow

The statement also helps to predict future cash flow. Past performance of cash flow management demonstrates the amount of money that may or may not be available to you in the near future. This, in turn, guides decisions for future investments or cut-backs in current investments to prepare appropriately for the needs of your company.

## Is your company "bankable?"

A statement of cash flow demonstrates whether or not your company is considered "bankable". Lenders want to know if your company can sustain the necessary payments for any borrowing needs that you might have. A properly prepared statement of cash flow tells your borrowing capacity and demonstrates to lending institutions your awareness of the past, present and future financial condition of your firm.

There are many resources available to produce cash flow statements. The primary resource should be your accountant, who should be able to assist with identifying the basic form and content. Other resources include websites such as [www.allbusiness.com](http://www.allbusiness.com) and [www.entrepreneur.com](http://www.entrepreneur.com) and software packages like Quickbooks. There are also numerous books on the subject that can assist in setting up your statement and guide you through its use.

This brief overview of the statement of cash flow is a precursor to the training session scheduled in September 2006. Please refer to the DBE training section of this newsletter for more information.



# Staff News

## DBE Program Manager Richard Rexrode

Richard Rexrode has been the DBE Program Manager since July of 2005 and he has been with the Department of Transportation for nearly 13 years. He started his career in the Administrative Support Services section while pursuing a degree in engineering. He then moved to the Public Works section where he performed the duties of an Engineering Technician for nearly six years, and completed a dual degree in Civil and Architectural Engineering Technology. An interest in business and business development prompted him to join the Disadvantaged Business Enterprise Program as a DBE Specialist as he sought a degree in Business Management. His interest in business developed further as he entered into a business partnership in the motorsports industry where he has developed marketing strategies and proposals for sponsorships of race teams and events. Richard is currently seeking a Masters Degree in Business Administration.



## DBE Highway Construction Specialist Ed Olivere



Delaware Department of Transportation veteran Edward L. Olivere brings thirty-years of relevant experience to his current position as a Disadvantaged Business Enterprise (DBE) Specialist. Ed's job is to certify and develop minority and women-owned businesses with the goal of insuring they are both qualified and encouraged to participate in DelDOT's federally funded contracts. His concentration is highway construction.

Ed is a graduate of the Economic Development Institute at the University of Oklahoma. Before joining DelDOT, he was a Senior Development Representative in the Delaware Development Office and a Director for the Northeastern Industrial Development Association (NIDA). Ed has lectured the Basic Economic Development Course at the University of New Hampshire and the University of Maryland, College Park.

## Check Out the New DBE "Bulletin Board"

DBE's new information site at [www.deldot.gov/static/business/dbe/bulletin\\_board.shtml](http://www.deldot.gov/static/business/dbe/bulletin_board.shtml) will feature DBE related activities and events in the surrounding area. To be spotlighted and receive bi-weekly exposure on the DBE Bulletin Board, a DBE must actively participate in or attend DelDOT's free networking opportunities or demonstrate active participation in networking opportunities in their local area.